

## How to apply for approval of a sign permit

### What is a Sign Permit?

Sign permits are issued to show that the business complies with all ordinances governing signs. A sign permit is issued for all types of signs (permanent or temporary).

### What approvals do I need for a sign permit?

Generally, most signs may be approved by City Staff. However, certain signs may need to be approved by the Sandy City Planning Commission. Consult with City Staff to determine if your sign will require Planning Commission approval.

### What are the steps?

- Consult with City Staff to see if your sign will require other approvals, such as Planning Commission or Board of Adjustment.
- Submit your materials and application for a sign permit to the Community Services, Permits and Licensing Division in room "B8" (basement level) at City Hall.
- The Zoning Administrator reviews your materials. In most cases, the permit will be issued while you wait. In some cases, due to extenuating circumstances, it may take longer. You will be advised of the approximate time frame.

### What must I submit?

#### *Staff Approval of a permanent sign*

- Two (2) copies of your sign plan, drawn to the scale of your choice. Sign plan must include the following:
  1. Plot plan of location for sign, including all existing signs, signs to be removed, landscap-

ing, parking lot, etc. See sign permit application for specifics.

2. Drawing of sign showing design, color, materials of construction, type of illumination, and how the sign will appear from the street.

- Completed sign permit application. No permit will be processed without a completed application.
- Sign Permit Fee

#### *Planning Commission Approval of a permanent sign*

- Ten (10) copies of your sign plan, drawn to the scale of your choice. Sign plan must include the elements as indicated under staff approval.
- One (1) 8.5" x 11" reduction of all site plans and sign plans.
- One (1) full color rendition of proposed sign.
- Any additional written materials that may help the approval process.
- Sign Permit Fee, Planning Commission Review Fee.

#### *Temporary Sign (Staff Approval)*

- One (1) copy of proposed sign, including plot plan showing location, method of posting, on property.
- Completed sign permit application. Be sure to fill-out the temporary sign erection dates. By ordinance, the maximum time length for any temporary sign permit is seven (7) consecutive days.

- Temporary Sign Permit Fee

## General Sign Requirements

Most business will be required to use a low-profile sign (monument style). A low-profile sign may be up to six (6) feet high, and the overall size (square footage) is determined by your street frontage. The sign must have at least a one (1) foot pedestal, and the remaining five (5) foot height can be used for your sign copy. The length of the sign is determined by you, although the length X width may not exceed the allowable square footage for your sign. (The one (1) foot pedestal is not used when calculating the overall sign area).

Those businesses that occupy a corner parcel may have two (2) signs provided that the signs are separated by at least one hundred (100) feet as measured diagonally. The size of each sign is determined by the street frontage that each sign will service.

Wall signs are limited to occupying no more than 15% of the total face of the primary wall, and no more than 5% of all other walls. For example, if your wall area totals 100 sq. ft., the sign can be up to 15 sq. ft. in size. Many businesses will use the wall facing the street as the primary wall, however, the primary and secondary wall designations are up to the business owner. You may find that it is to your advantage to have a side wall as your primary and the front wall as your secondary wall.

## May a decision be appealed?

You may appeal the ordinance interpretation made by the Zoning Administrator, or the denial of your application. Please consult with City Staff to determine the appropriate public body to hear your appeal. If you wish to appeal, you must file the appeal in writing to the Director of Community Development within ten (10) days after your application has been denied or the interpretation is made in writing to you.

